



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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MEMORANDUM

DATE: May 1, 2008

TO: Local and Intermediate Superintendents
Public School Academy Administrators
School Principals

FROM: Sally Vaughn, Ph.D., *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Appeal Deadline for 2008 Draft School Report Cards

The purpose of this memo is to update you on items related to the Michigan School Report Card for 2008 including the deadline for appeals for elementary and middle schools for Adequate Yearly Progress (AYP) and the one percent cap on proficient scores for students with disabilities assessed with alternate assessments based on alternate achievement standards (MI-Access). The following summarizes the deadlines:

2008 School Report Card Deadlines	
May 21, 2008	Appeals for Elementary and Middle Schools
July 18, 2008	Appeals for High Schools, K-12 schools, alternative schools, special education centers, and district AYP. One Percent and Reallocation Applications

Please note that these deadlines are firm.

Report Card Appeal Deadline for Elementary and Middle Schools

The Michigan Department of Education (MDE) has made available the draft 2008 School Report Cards for elementary and middle schools for authorized users at the web site <https://oeaa.state.mi.us/ayp/login.asp>. Appeals are now being accepted, so that the appeals may be reflected in the Report Cards when they are released to the public in August. The time period for filing an appeal of the 2008 elementary and middle school report cards will be through midnight of **Wednesday, May 21, 2008**. No appeals will be accepted after that time.

Report Card Appeal Deadline for High Schools and District AYP

MDE staff expect that draft school report cards for high schools, alternative schools,

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K-12 schools, special education centers and final district AYP will be available in mid-June. The time period for filing appeals for these schools will be through midnight of **Friday, July 18, 2008**. No appeals will be accepted after that time.

There are no major changes in the 2008 Report Cards. You should be aware that the AYP targets for school year 2007-08 are higher and that some schools that made AYP in 2006-07 may not make AYP in 2007-08 unless there is improvement in student achievement.

District AYP

Federal law and guidance requires that a separate AYP determination be made for most school districts, in addition to making a determination of AYP for each school. This applies only when the district had more than one school where an AYP determination is made. A district makes AYP as a district as long as the district makes AYP at the elementary, middle school, or high school grade range. A district is considered to make AYP if AYP is met at one or more of the three grade ranges. District AYP determinations are reported for each grade range. Authorized users can now see the preliminary district AYP determinations for the elementary and middle school grade ranges. District AYP for the high school grade range will be added in June when high school data is available. Note that the achievement of a student that moved between schools in a district will be counted for district AYP, even though the student's achievement is not counted for school AYP.

Report Card User Authorization

The 2006-07 School Report Cards are still available to the public at <https://oeaa.state.mi.us/ayp/>. Authorized users must login at <https://oeaa.state.mi.us/ayp/login.asp> to see the draft 2007-08 School Report Cards. Schools may still identify authorized users to view the Report Card and to submit appeals. There is no limit on the number of individuals that a district authorizes. Users need to establish a Michigan Education Information System (MEIS) account at <http://michigan.gov/meis> if they do not already have an account. The school district should mail or fax the User Security Agreement to MDE. The security agreement is available at <https://oeaa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

Appeal Procedures

A school district has the opportunity to appeal any data that affect the *Education YES!* letter grade or AYP status of its schools if it has evidence that the data may be inaccurate. MDE will do all that it can to correct errors that are brought to its attention. The purpose of the appeal window is to address substantive issues regarding the draft School Report Cards. The school district must cite specific data that is challenged in the appeal.

When an authorized user enters the School Report Card web site, the user can ask MDE to make corrections to the data that the Report Card is based on. The user initiates an appeal by clicking "Request Appeal" on any page of the Report Card web site. Once an appeal is submitted, the user will receive an email confirming the appeal. Users can also use the "Issue Tracker" where the user can:

- Attach supporting documents (Excel and Word files) as needed;
- View the original communication to confirm that the message was delivered and that the appeal is active;
- View additional communication from MDE about the pending appeal;
- Add information or clarify data regarding the appeal; and
- Verify that MDE has made the appropriate correction and that the appeal can be "closed."

This system will also allow MDE to track all appeals to ensure all appeals are resolved. It is critically important that users verify that their email address is correct when an appeal is filed. Users should also look for a confirming email after an appeal is initiated. All communication and action on each appeal will be accompanied by an email communication from MDE to the email address indicated on the original appeal. A link to the issue tracker is provided on the Report Card web site after the authorized user logs into the system. Links to the issue tracker page are at the top and bottom of the screen. Users are asked to use the issue tracker to add additional information about the issue, rather than creating a new issue.

One Percent Cap

Michigan's alternate assessments (MI-Access Participation, Supported Independence and Functional Independence) fall under the No Child Left Behind (NCLB) 1% cap regulation since these assessments are based on alternate achievement standards. The rules permit up to 1% of the total district enrollment at the grades assessed, who participate in alternate assessment and surpassed or attained (levels 1 and 2) the performance standard on the alternate assessment, to be counted as "proficient" for the AYP determination. This regulation does not limit the number of students who can participate in alternate assessment. Federal rules require that school districts apply for state approval of an exception in the case where the district exceeds the 1% cap at the district level, due to circumstances that are unique to the district. The state cannot exceed a 1% cap across the state.

School districts and public school academies that had an approved application for exception to the 1% cap in the 2006 or the 2007 Report Card cycles will NOT need to submit the application again. The application for the exception is contained in the **2008 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards** located at <http://www.michigan.gov/ayp> and at <http://www.michigan.gov/mi-access>. The form **2008 Application to Request Reallocation of Functional Independence Suppressed Scores** is also available to use in cases where MDE suppressed proficient scores in the Functional Independence assessment of students with specific disabilities. The due date for these forms will be midnight of **Friday, July 18, 2008.**

Absolute Deadline for Appeals

MDE staff will accept no Report Card appeals after the designated period for each group of schools. I encourage you to review the data for your school as soon as possible.

Please feel free to contact MDE staff in the Accountability and Accreditation Unit at (517) 373-1342 (email aypcontactus@michigan.gov) if you have questions or if you need additional information on these issues.